

POWERPOINT PROCEDURES FOR SEPO PRESENTATIONS

RECORD OF CHANGES

***A - Added M-Modified D-Deleted**

Version Identifier	Date	Number of Figure, Table, or Paragraph	A M D*	Title or Brief Description	Change Request Number
OO1	1/16/1993	Title Page	A	Added title page	n/a
OO2	1/16/1993	Record of Changes	A	Added record of changes page	n/a
OO3	1/16/1993	All	M	Modified the document title	n/a
OO4	1/16/1993	Page 4	M	Modified the powerpoint procedures	n/a
OO5	1/16/1993	All	M	Modified the powerpoint template to be consistent with the SPM template	n/a
OO6	1/16/1993	Appendix pages	A	Added appendix examples	n/a
OO7	1/16/1993	DCR Form	A	Added DCR form to document	n/a
V1.5	9/29/1993	DCR Form	M	Modified DCR form	n/a
V1.5	9/29/1993	Appendix A	M	Modified guidelines in Appendix A	n/a
V1.5	9/29/1993	Appendices D-G	M	Modified the NRaD logo to SPAWAR logo	n/a
PR-OPD-15 V1.6	6/21/1997	All	M	Modified document and put it into Powerpoint format	OPD(IP)0001
V1.7	7/16/2004	All	M	Modified Wrapping it up slide and other grammatical changes to entire procedure	OPD-0022

Purpose

The purpose of this document is to:

- **Provide a cookbook method for creating SEPO briefs and presentations**
- **Promote consistency of form for all SEPO briefs**
- **Standardize the storage and handling of our presentation material**

Powerpoint has a variety of formats to choose from when creating a presentation. The AutoContent Wizard feature can help organize your ideas for your presentation.

All new Powerpoint briefs should be built from the Generic SEPO Slide (GSS). The GSS is a template for creating SEPO briefs. If you don't already have a copy, it can be downloaded for the SSC San Diego Process Asset Library (PAL). Click on SSC San Diego PAL Contents folder and double-click on SEPO Internal Processes and Procedures and locate the GSS. Once downloaded, add the template to the Presentations folder, which resides within the Microsoft Office Template folder.

Creating a New Brief

- **Start by opening Powerpoint**
- **To get to the GSS slide, select “Template”, then click “OK”**
- **Next, click on the “Presentations” tab**
- **Scroll down the list and select the GSS from the listing, then click “OK”**
- **Perform “Save As” and give your new brief a name**

By building from the GSS, your brief will start with the standard slide format and the Powerpoint word processing tool will have the proper default settings (See Appendices A&B)

Modifying the Slide Master

Feel free to modify the slide master of your new file. You should always have a short identifier containing topic, date or version, and page number in the lower right hand corner. This will show up on every slide of the brief.

To modify the slide master:

- **Select the View menu, then select “Master”**
- **Move your cursor to highlight “Slide Master”**

When you are finished modifying the master slide and are ready to work on the brief, select “Slides” from the View menu. You can go back to the slide master for further modifications at any time.

Adding Slides

To add a new slide to an existing presentation

- **Go to the Insert menu and select “New Slide”**
- **Choose an AutoLayout, then click “OK”**
- **Enter the title, then use the word processing tool to enter the main text. The tool is preset for font, size, line spacing, indents for bullet charts and tabs for plain text.**

Hint: If you are pulling slides in from other presentations, open both files (source and new) and copy the slides using “Copy” and “Paste” feature. This works best if you work in the “Slide Sorter” view when copying.

Miscellaneous Items

The word processing tool in the GSS is set up to make great bullet charts. Features include automatic line-wrap, automatic paragraph spacing and clean alignment of bullets and text. The tool can also be used for entering ordinary text, such as MS Word, Word Perfect, etc. For more information on the word processing tool, consult the PowerPoint manual.

Each slide in your brief should have associated notes entered in the PowerPoint notes page, (use 12 pt font), as an aid to you when giving the brief or for someone else who may deliver the brief.

Vary the look of the slides in your brief to make it visually interesting. A good presentation will have a mix of bullet charts, straight text, diagrams, pictures (hand-drawn, clipart, scanned, etc.), data tables, graphs, etc. Be creative!

Clip Art can be added to any slide. (See Appendix C for Clip Art instructions)

Wrapping it up

- **Be sure to run the spell-check tool on your brief before printing**
- **Have another person review your brief as an extra QA check**
- **Print a hard copy of your presentation using the Notes option**
- **Copy your brief to electronic media if you plan to present your brief electronically**
- **Print hard copy of your presentation using the Handouts option if you plan to distribute the presentation to your audience**

Information on Standard Format Appendix A

SSC San Diego in the upper-left corner.

Title is centered.
Capitalize the first letter of each word on
(except acronyms in all caps; small words
an, if, to, and, of, etc. are lower case.)

- **Use bullets for Level 1**
 - **Use dashes for all sub-levels**
 - **Capitalize first letter of first word only, except for acronyms, titles, names, etc.**
 - **No period at the end of bullets (bullets are generally not complete sentences; questions are an exception)**

For more information on standard viewgraphs for SSC San Diego, see Style Guidelines for Preparing Viewgraphs, available on the Intranet under the heading “viewgraphs”.

Identifier with name, version or date and page number.

GSS Default Settings Appendix B

	<u>Default Setting</u> <u>Type Size</u>	<u>Optional*</u>
Main Title on Title Slide	36	--
Additional Info on Title slide	18, 24	24
Slide Master Info	10, 12	12, 14
Identifier	10	--
Slide Titles	24	36
Slide Text	18	24

*** Use this larger type if you know your brief will be presented in a large room. 18 point is hard to read for a distance.**

GSS Default Settings Appendix B (cont.)

<u>Word Processor Settings</u>	<u>Default</u>	<u>Stage 1 crunching</u>	<u>Stage 2 Crunching**</u>
Spacing between lines (all levels)	1.0	1.0	1.0
Spacing between paragraphs (level 1)	2.0	1.5	1.0
Spacing between paragraphs (other levels)	1.5	1.0	1.0
Maximum lines of text (18 point type)	10-15	15-20	23
Maximum lines of text (24 point type)	6-10	9-14	16

**** This makes for a VERY busy slide. Use only if you absolutely MUST have all that information on one slide. See Appendices D-G for examples.**

Clip Art Instructions

Appendix C

To add clip art to your slides, select the slide where you would like the clip art to appear. Then follow these instructions:

- **Click the “Insert Clip Art” button from the toolbar or choose Insert from menu and click on “Clip Art”**
- **Choose a category**
- **Using the scroll bar, view the clip art choices**
- **Select the image you want by double-clicking on it**

To resize the image:

- **Put your cursor on one of the little black squares surrounding the image**
- **The cursor will change to a horizontal, vertical or diagonal arrow**
- **Hold down the mouse button and move the image into the direction that the cursor suggests**

You can also move the image anywhere on your slide by clicking in the center of the image and dragging it to the desired location.

Default Spacing for Bullet Charts

Appendix D

- **Bullets**
 - **Capitalize the first word only**
 - **There are exceptions**
 - **Names, i.e., Bob, Carol, Ted**
 - **Acronyms, i.e., SSC San Diego, SPAWAR**
 - **Same goes for sub-bullets**
- **Second bullet**
 - **Sub-bullet**
 - **Sub bullet**
- **Third bullet**
- **Fourth bullet**
 - **Sub-bullet**
 - **Sub-bullet**

Stage 1 Crunching for Bullet Charts

Appendix E

- **Bullets**
 - Capitalize the first word only
 - There are exceptions
 - Names, i.e., Bob, Carol, Ted
 - Acronyms, i.e., SSC San Diego, SPAWAR
 - Same goes for sub-bullets
- **Second bullet**
 - Sub-bullet
 - Sub bullet
- **Third bullet**
- **Fourth bullet**
 - Sub-bullet
 - Sub-bullet
- **Fifth bullet**
- **Sixth bullet**
 - Sub-bullet
 - Sub-bullet

Stage 2 Crunching for Bullet Charts

Appendix F

- **Bullets**
 - Capitalize the first word only
 - There are exceptions
 - Names, i.e., Bob, Carol, Ted
 - Acronyms, i.e., SSC San Diego, SPAWAR
 - Same goes for sub-bullets
- **Second bullet**
 - Sub-bullet
 - Sub-bullet
- **Third bullet**
- **Fourth bullet**
 - Sub-bullet
 - Sub-bullet
- **Fifth bullet**
- **Sixth bullet**
 - Sub-bullet
 - Sub-bullet
- **Seventh bullet**
 - Sub-bullet

Shewhart Cycle Appendix G

24 pt

Software Improvement Change Process — 14 pt

What to Do?

18 pt

